



APPLICATION FOR RECORDS RETENTION SCHEDULE

860411-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. Dept. of Natural Resources Environmental Protection Division Air Quality Control Section 156 Trinity Avenue, S.W., Suite 320 Atlanta, Georgia 30303	Application Number 83-83-A	
Application Number		Date Received APR 11 1986	Date Completed JUN 20 1986
2. Person to Contact Linda L. Bray		Working Title Senior Secretary/Typist	Telephone Number 656-4997
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>83-83</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1978 Present		5. Record Series Title (followed by title used in office, if different) Air Quality Source Monitoring Quality Assurance Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Air Protection Branch is responsible for implementing the Georgia Air Quality Act of 1978. It adopts rules and regulations necessary to control air pollution within the State, including establishing ambient air quality standards to prevent, control or abate air pollution. It also investigates pollution problems, develops preventive control programs, and insures industry compliance by licensing all industries that emit contaminants into the air.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Forms: SM24- Report Review Summary SM67- Record of Test Observations Audit Samples-Coal Analysis Included are: Continuous Emission Monitor-Inspections Information relating to quality assurance auditing of air pollutant emission testing conducted for industry as required by State Environmental Permits. These files contain documentation of field systems audits (observations) and of discrepancies found in reports of such tests. File is arranged: By Year			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>once/wk.</u> ; Seven to twelve months old <u>once/wk.</u> ; Thirteen to twenty-four months old <u>qtrly.</u> ; twenty-five months and older <u>yearly</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 box</u>			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. (Department's Annual Report)
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 8 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Records needed for same period of time as corresponding series, "Air Quality Source Monitoring Correspondence Files (#80-390-A) Retention period requested is based on previous office reference requirements.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
R. Z. Cullen	4/4/86	Pat Samson	4-9-86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	6-18-86
		Secretary of State/Designee	6/16/86
		Attorney General/Designee	4/9/86



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. Dept. of Natural Resources Environmental Protection Division Air Quality Control Section 4279 Memorial Drive, Suite D Decatur, Georgia 30032	Application Number 83-83-A	
Application Number		Date Received JAN 21 1985	Date Completed APR 16 1985
2. Person to Contact Linda L. Bray		Working Title Senior Secretary/Typist	Telephone Number 656-4997
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>83-83</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1978 Present		5. Record Series Title (followed by title used in office, if different) Air Quality Source Monitoring Quality Assurance Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Air Protection Branch is responsible for implementing the Georgia Air Quality Act of 1978. It adopts rules and regulations necessary to control air pollution within the State, including establishing ambient air quality standards to prevent, control or abate air pollution. It also investigates pollution problems, develops preventive control programs, and insures industry compliance by licensing all industries that emit contaminants into the air.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. No Change (SEE COPY ATTACHED OF SCHEDULE ON FILE) File is arranged:	
8. Monthly Reference Rate One to six months old <u>once/week</u> ; Seven to twelve months old <u>once/week</u> ; Thirteen to twenty-four months old <u>once/quarterly</u> twenty-five months and older <u>once/yr.</u> ?		How often are records referred to which are: No Change	
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____		No Change	

X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Department's Annual Report</u>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

No Change

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☒ Transfer to local holding area; hold 2 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

No Change

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>R. H. Colson</u>	<u>1/17/85</u>	<u>Pat Harrison</u>	<u>1-18-85</u>

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)		Date
	State Auditor/Designee	<u>James A. Smith</u>	<u>9/18/85</u>
	Secretary of State/Designee	<u>Edwards / Weldon</u>	<u>4/9/85</u>
	Attorney General/Designee	<u>[Signature]</u>	<u>4/15/85</u>

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
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| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>5</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 3 year(s); then

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☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>R. H. Collom</i>	<i>2/24/83</i>	<i>Pat Damsin</i>	<i>2-25-83</i>
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Thomas H. Small</i>	<i>3-11-83</i>
	Secretary of State/Designee	<i>Edward Weldon</i>	<i>3/4/83</i>
	Attorney General/Designee	<i>Shugart</i>	<i>3-15-83</i>